



Job Announcement

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Opening Date	August 7, 2014	Closing Date:	August 21, 2014
Job Title:	Supervisor I- Civil	Position Type:	Regular Full Time
Pin:	074726	FLSA Status:	Non-Exempt
Locations:	District 1, Baltimore City Baltimore, Maryland	Grade/Entry Salary Range:	J09 \$36,189 - \$43,021 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: The Supervisor I oversees and manages staff in the Records department. This position directs and coordinates work to ensure there is adequate staffing and promotes an atmosphere of professionalism and teamwork; evaluates, counsels, and disciplines staff as needed. This position processes time cards; maintaining daily attendance log and an accurate account of leave for each employee and trains new staff on all operations within the department. The Supervisor I also performs mid year/annual evaluations, maintains retention logs, personnel files, and oversees the purging and shifting of files stored on site. Performs all other duties as assigned.

Education: High School Diploma or GED.
Experience: Five years of general clerical experience, three of which must have been in a trial or appellate court.
Preferred: Graduation from the Judiciary's Court Professional Certificate Program.

Notes: Applicants may substitute education in any field from an accredited college or university for up to two years of the required *clerical experience* at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, or judicial studies from an accredited college or university for the required *court experience* at the rate of thirty semester credit hours for each year of experience.

Skills/Abilities: Knowledge of District Court procedures, rules, practices and regulations. Knowledge of court and legal terminology and the overall function of the Civil court system. Knowledge of office practices, procedures, and equipment. Knowledge of basic mathematical functions to calculate fees and costs. Ability to make independent decisions; keeping in mind the mission of the District Court. Ability to communicate clearly, tactfully, and impartially to superiors, staff, and the public; ability to communicate effectively orally and in writing. Ability to diffuse difficult situations; possess good problem solving skills. Ability to handle multiple tasks, prioritize work, and work within time constraints to meet fixed deadlines. Ability to operate a PC and a cash register. Ability to create reports, spreadsheets, and documents using Word Perfect, Word, and Excel. Ability to sit/stand for extended periods of time. Ability to climb step ladders and bend/squat to retrieve folders or boxes. Ability to lift folders and documents that may weigh up to 25 lbs. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary, HR Dept.
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.